

ISSUING AUTHORITY: Indiana Department of Correction, Reentry Division, Community Corrections Section	REVISED DATE: 06/02/2010
APPLICABLE TO: Community Corrections Grant Act Programs	
TITLE: Procedural Bulletin #6	SUBJECT: Transfer of Clients
TEXT: <p>PURPOSE: To provide guidelines governing the transfer of clients from One jurisdiction to another.</p> <p>LEGAL REFERENCE: IC 11-12-8 (1-1) IC 11-12-9 (1-8)</p> <p>RELATED BULLETINS:</p>	

I. Criteria for Transfers

- A. One or more of the following criteria must be present to begin transfer proceedings:
1. Client's family/support system resides in receiving jurisdiction and offers assistance;
 2. Client has verifiable employment and or has been accepted for enrollment in an educational or vocation school;
 3. Client has a verifiable place of residence;
 4. Client has a health condition which requires residence near a specified health facility.

II. Procedures

- A. Intra-state transfers (within State)
1. Determine advisability of transfer according to above criteria and obtain Court approval.
 2. Contact Community Corrections' Director of receiving jurisdiction or Chief Probation Officer in the absence of a Community Corrections program. For a client on Community Corrections as a condition of probation, coordinate transfer efforts in cooperation with that agency.
 3. Forward necessary paperwork to receiving jurisdiction (e.g., court order, intake form, presentence investigation, courtesy supervision request form, etc.).
 4. Obtain client's signature acknowledging transfer conditions (e.g., special conditions of supervision, user fees, reporting instructions including deadline (5 business days), failure to comply consequences, etc.);
 5. If a client fails to comply, receiving jurisdiction shall immediately notify sending agency and refer client back to original jurisdiction.
 6. Upon successful completion of all court ordered requirements, the receiving CCGAP shall submit a completion report to the referring agency.
- B. Inter-state transfers (outside State: IC 11-12-8-2 to 11-12-9-8)
1. Follow proceeding statutory requirements and obtain Court approval.
 2. If offender is on probation, contact the Indiana Judicial Center for Inter-state Compact Procedures (courtesy supervision).

III. Additional Provisions

- A. Transferring is not a mandatory right possessed by the client. The transfer is carried out at the discretion of the sending and receiving jurisdictions.
- B. Accepting a transfer case is a professional courtesy.
- C. No conditions shall be placed on the client that are in conflict with the normal capabilities or policies of the receiving CCGAP.
- D. All clients must meet the eligibility criteria of the receiving CCGAP and comply with both the sending and receiving CCGAP rules and regulations.